

PART III -LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS

APPENDIX I – REPORTS & PLANS REQUIREMENTS LIST

Reporting Requirement/Owner	Freq.	Distribution	Date Due
1. Annual Work Plans – Wayne Kozai	Y	OPC	As Directed
2. S/C small/disadvantaged contract Report (FM294/5) – Birdie H-Ray, M. Brown	S	CO	April 25 and October 25
3. Cyber Security Program – R. Wells	A	OIM	As Required, every 2 yrs
4. Statement of Cost Incurred and Claimed – Birdie H-Ray, W. Kozai, D. Jones	Y	CO, OPC, NNSA/SC	November 15
5. Trial Balance Activity – Birdie H-Ray, W. Kozai, D. Jones	M	CO, NNSA/SC	4 th working day following close of calendar mo. and YE as established.
6. Checks Paid Letter of Credit Report - Wayne Kozai, D. Jones	M	OPC, NNSA/SC	30 days after the end of the reporting month
7. Internal Audit Plans – Birdie H-Ray; Wayne Kozai,	Y	CO, OPC	11 th working day after comp. DOE Month- end Close
8. Internal System Audit Reports – Birdie H-Ray, W. Kozai, D. Jones	A	CO, OPC, NNSA/SC	July 15 or as determined by the OIG
9. Compliance Audit Tracking System Report – Birdie H-Ray; Kozai, D. Jones	Q	CO, OPC, NNSA/SC	In accordance with DOE-approved schedule
10. Annual Submittal of Property Management Information – Birdie H-Ray, S. Carter	Y	CO, PA	As directed – close of the fiscal year
11. Negotiated Sales Report - Sharon Carter	Y	PA	30 days after close of the fiscal year
12. Excess Personal Property furnished to Non-Federal Recipients - Sharon Carter	Y	PA	30 days after close of the fiscal year
13. Enter Data in the DOE Property Information Database System (PIDS) Sharon Carter	Y	PA	30 days after close of the fiscal year
14. Deferred Maintenance Report for Personal Property - Sharon Carter, S. Mellington, D. Jones	Y	PA, OPE, NNSA/SC	20 days after close of the fiscal year
15. Summary Individual Contractor Personal Property Sales - Sharon Carter, D. Jones	Q	PA, NNSA/SC	30 days after reporting quarter
16. Final Property Inventory Report – Sharon Carter	Y	PA	As Required
17. Property Theft Report – Sharon Carter	Q	PA	As Required
18. Actuarial Valuation for the BSC defined benefit plan - Birdie H-Ray	Y	CO	9 mos. after beg. of plan year
19. IRS Form 5500 – Birdie H-Ray	Y	CO	As Required (30 days after submission to IRS)
20. Report of Compensation – Birdie H-Ray	S	CO	Apr 15 & Oct 15
21. Contractor Salary/Wage Increase Expenditure Report – Birdie H-Ray	Y	CO	45 days after plan approved
22. Report of Employment – Birdie H-Ray	Q	CO	As of 1/10; 4/10; 7/10; 10/10
23. Affirmative Action Plan – Birdie H-Ray	Y	CO	June 12
24. Report of Contractor Exp for Supplemental Compensation – Birdie H-Ray	Y	CO	March 15
25. Training/Educational Reimbursement Log – H-Ray	A, S	CO	As required, April 15 and October 15

Reporting Requirement/Owner	Freq.	Distribution	Date Due
26. Socioeconomic Monitoring Program Employment Data Report - Scott Wade	A	OPE	As required
27. MYPS Database Upload - Wayne Kozai	M	Database	15 th calendar day following reporting month
28. GM Assurance Memo for FMFIA– HCA, Roundtree-McLennan	Y	ORD, OCRWM, NNSA	October 1
29. M&O Overtime Report - Birdie Hamilton-Ray	M	CO (Email)	15 th calendar day following reporting month
30. Contractor Fulltime Equivalent Report - Birdie Hamilton-Ray	M	CO (Email)	15 th calendar day following reporting month
31. Open Commitment Report – Wayne Kozai	M	OPC (Email)	10 th calendar day following reporting month
32. Contractor Travel Report - Birdie Hamilton-Ray, Wayne Kozai	Q	CO, OPC	20 calendar days after reporting quarter
33. Functional Support Cost Report - Wayne Kozai, D. Jones	Y	OPC, NNSA/SC	November 15
34. Balance Scorecard Report - Birdie Hamilton-Ray	Y	CO	30 days after close of the fiscal year
35. Balance Scorecard Plan - Birdie Hamilton-Ray	Y	CO	September 30
36. List of Funds Certifying Officers - Birdie Hamilton-Ray, Wayne Kozai	A	CO, OPC	As required
37. Payment-Equal-To-Taxes (PETT) Information Packages – R. Lupton	Y	IGR	As required

LEGEND: A=As Req'd; M-Monthly; Q-Quarterly; S-Semi-annually; Y=Yearly